

How to Submit Large or Multiple Files

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General guidelines

When submitting large or multiple files electronically, ready for marking in NILE, you need to ensure that your document complies with the following guidelines:

1. Overall File Size

Ensure that your overall file size is less than 40 MB for Turnitin submissions. For all other submissions, please also try to keep your files under this size wherever possible.

2. Image Resolution

Try to avoid embedding high-resolution images into word processing files as these can be very large. Most digital cameras create images that are much larger than is necessary for a printed document. Resampling and cropping can be used to decrease their size. Aim to reduce the file size to around 100K. See Task 1 for tips and tools.



*It is always better to crop and size images **before** adding them to a document.*

3. Scanned document resolution

Scanned documents (e.g. PDF files) should be at a resolution of 150dpi for black and white textual documents and 300dpi for documents containing colour images. For photographs with a high level of detail, you may have to increase this to 600dpi.




Never scan a piece of work you have written in word processor. It may be difficult to read, too large or rejected by Turnitin.



Submitting Large Files

Submitting for Turnitin assignments

These must be a single document. They are best submitted as a PDF or Word document. In general, joining PDFs is a simpler process, but experienced Word users may be more comfortable using Word. If you are able to add a table of contents at the start of the document you will make the life of a marking tutor easier.

 *Turnitin rejects files that contain no text, so be careful not to scan your main submission as an image.*

See Task 1 and Task 2 for some useful tips and applications, Task 3 for Word

Submitting for NILE assignments

Although a single file is not required, please minimise the number of files submitted. If you need to scan in items such as questionnaires or hand filled forms, most scanning software includes a 'scan to single PDF' option – this is the preferable format.

Please **name** files to help the marking tutor to understand what each component is. For example:

1-report-Jay-Smith.docx

2-intervention-plan-jay-smith.xlsx

3-questionnaires-jay-smith.pdf

Some form of table of contents, or index, explaining the portfolio content would be helpful for submissions with several files.

The full submission may be quite large so it may be a good idea to **compress** the contents into a single file. As there are many different types of compression software available, we ask you to use ZIP format only. Any other formats may be rejected – **see Task 5 for more help.**

Submitting Large Files

Tasks and freeware / free-to-use tools²

Task 1 – Reducing image file sizes

a. pixlr (online, IOS and Android)

A useful file editor that allows images to be re-sized and saved. Great for single or just a few images.
<http://pixlr.com>

b. Irfanview (Windows)

Very capable image viewer that allows individual or whole directories of images to be re -sampled and – optionally – renamed. <http://www.irfanview.com/>

c. Microsoft Word

See Task 4(a) for details of handling large images already in a Word document

d. Powerpoint

See the [Powerpoint to PDF](#) guide for detail on how to save to PDF. If the file is still too large, try the 'Minimum size' option on the save dialogue.

Task2 - CreatingPDFsfromany program if you don't have or can't use MS Word2010

a. ***BullZIP (MS Windows users)*** Install as a 'printer' on your PC that creates PDF, not paper. It is very useful for notebooks and laptops.

More information (and links to download required components) can be found here:

<http://www.bullzip.com/products/pdf/info.php>

b. ***Print(Linux users)*** Linux users can 'Print to PDF' from any application after choosing 'Print'.

c. Neevia Document Converter (all users)

This online utility converts most common file types to PDF, including images. It also has tools to compress a PDF that is too big (it must be smaller than 40MB for Turnitin)

<http://convert.neevia.com/pdfconvert/>

d. Google Drive(all users)

Upload your documents to Google Drive. Then download as PDFs.

² These tools are not the only ones you can use, just those which staff have found useful in the past and whose licence covers their use for educational purposes. We cannot guarantee they are virus free or without any risk. Unless installed on a University PC, we cannot provide support or training in their use.

Submitting Large Files

Task3 – Joining PDFs together (or removing pages) without Acrobat and without installing anything

There are several online sites that allow you to join and split PDF files, for example:

<http://foxyutils.com/mergepdf/> (select the files to merge in the order you want them merged)

<http://www.ilovepdf.com/>

Appear to be OK to use (always ensure you have anti-virus software installed for checking any downloaded PDF or document) - there are many other alternatives.

(<http://convert.neevia.com/pdfconvert/> has a merge facility too)

Task 4 -Using Word to assemble One Big File

It is possible to add images at the end of your written submission that you have scanned in -you must be careful not to scan text that is part of the main body of any original submission using or the originality generation report may fail.

Potential issues:

a. Adding images can make Word files very large. If your combined file exceeds, or is close to, 40MB please refer to this document:

<http://office.microsoft.com/en-gb/word-help/reduce-the-file-size-of-a-picture-HA010192200.aspx>

b. Formats and page numbering become incorrect when documents are pasted together. If this is a problem, try starting a new section before adding new content -there is some guidance here:

<http://office.microsoft.com/en-gb/word-help/add-section-breaks-HA102840166.aspx?CTT=1>

Task 5 – Compressing files to ZIP format

Always remember to choose the 'ZIP' option – please don't use RAR / GZIP / TAR!

a. 7-ZIP (Windows) – install on a PC

<http://www.7-zip.org/>

b. Izip (Mac) – install on a Mac

<http://www.izip.com/>

c. Ezyzip (all, requires Java) – online utility which can create and add to ZIP archives

<http://www.ezyzip.com/>